



# How to Add Pictures to your Page by Editing the Page Image Web Part.

## To upload site images

1. To go to the Page Image Settings, do the following:
  - On the **Site Actions** **Site Actions** menu, click **Site Settings**.
  - On the **Site Actions** menu, point to **Site Settings**, and then click **View All Site Content**.
2. In the **Document Libraries** section click the **Images** and do the following:

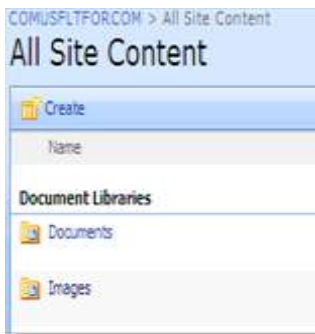
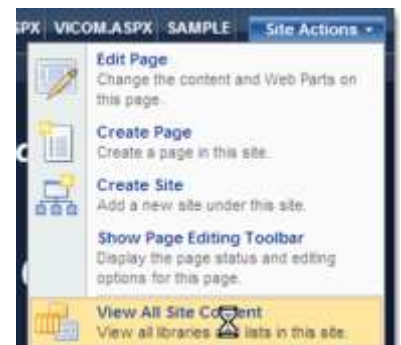


Figure 1

- In the **Document Libraries** section click the **Images** and do the following:
- To create a new image folder to store your images, select the **New** drop down box and select **New Folder**.
- To upload images saved on your computer, select the **Upload** drop down box and select **Upload Document** or **Upload Multiple**

**Documents** to upload more than one.

- Select the images you would like to upload and click **OK**.

3. Once you have uploaded the images do the following:

- **Name** the image. (see **Figure 3**)
- Give the image a **Title**
- The default **Scheduling Start Date** is set for (Immediately) this setting means that the image will be viewable to all. If you change the **Scheduling Start Date** to (On the following date) it will be viewable to all on the date and time you selected.
- The default **Scheduling End Date** is set for (Never) this setting means it will always remain on the site. If you change the **Scheduling End Date** to (On the following date) it will be removed from the site on the date and time you selected.
- Click Check In.

4. Exit to the main page.

The screenshot shows a web application interface with a dark blue header containing navigation links: COMUSFLTFORCOM, BIOGRAPHIES, WELCOME ABOARD, ABOUT US, FAMILY SUPPORT, LINKS, CONTACT US, ECHELON 3 SITES, DCOM.ASPX, VICOM.ASPX, and S. Below the header is a yellow banner with two messages: "The document was uploaded successfully and is checked out to you. You must fill out any required properties and check it in before other users will be able to access it." and "Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper rights." Below the banner are "Check In" and "Cancel" buttons. The main form area has a dark blue background and contains the following fields: "Name" (with a red asterisk) containing "Logo" and ".jpg", "Title" (empty), "Scheduling Start Date" (with radio buttons for "Immediately" (selected) and "On the following date:" (with a date/time picker set to 12 AM 00), and "Scheduling End Date" (with radio buttons for "Never" (selected) and "On the following date:" (with a date/time picker set to 12 AM 00). A mouse cursor is pointing at the "Name" field.

Figure 3

## To add images to the Page

1. To go to the Page Image Settings, do the following:
  - On the **Site Actions** **Site Actions** menu, click **Site Settings**.
  - On the **Site Actions** menu, click **Edit Page**.

### NOTE

In Edit Mode, you can edit **Web Parts** by clicking the **Web Part** edit menu

2. To select an image do the following:
  - Select **Click to add a new picture** on the **Page Image** Web Part.
  - Once the property box opens, click **Browse**.
  - Select an image you have in the Library.
  - Highlight the image click **OK**, and then click **OK** again in the **Image Properties** Box.



## To edit images on the Page

1. Select **Edit Picture** on the **Page Image** Web Part.
  - Make your changes and click **OK**.

If you would like to see how the image looks on your page, Click on **Page**, **Save** and **Stop Editing**. When you are ready for others to see your changes, click on **Page** then "**Check In**".